

Retention and Classification Report

Agency: Department of Health. Bureau of Maternal and Child Health (625)

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Records Officer Christopher Furner

23396	Immunization inventory records
05482	Maternal and children health conference records
26554	Perinatal mortality review records

AGENCY: Department of Health. Bureau of Maternal and Child Health

SERIES: 23396

3

TITLE: Immunization inventory records

DATES: 1993-

ARRANGEMENT: Alphabetical by category.

ANNUAL ACCUMULATION: 1.00 cubic foot.

DESCRIPTION:

This series contains vaccine inventory information used to conduct inventory reconciliations. The inventories provide medical documentation for vaccines given to state and county health departments and to private providers. Information includes vaccine orders, vaccine shipment and receiving documents, and billing statements.

RETENTION:

Retain 7 years.

DISPOSITION:

Destroy.

RETENTION AND DISPOSITION AUTHORIZATION:

Retention and disposition for this series is authorized by Archives general schedule SG 7, Item 20.

AUTHORIZED: 03/04/2008

FORMAT MANAGEMENT:

The retention and disposition information on this schedule applies to the record copy which can be in any format. The record copy can include different formats. Format management information provided here is for the purpose of managing records that are being either stored by or transferred to Utah State Archives.

Paper: Retain in Office until administrative need ends and then transfer to State Records Center. Retain in State Records Center for 7 years and then destroy.

APPRAISAL:

Administrative Fiscal

AGENCY: Department of Health. Bureau of Maternal and Child Health

SERIES: 23396

TITLE: Immunization inventory records

(continued)

PRIMARY CLASSIFICATION:

Public

REVIEW AND UPDATE STATUS:

This report was reviewed and updated on 06/2015.

AGENCY: Department of Health. Bureau of Maternal and Child Health

SERIES: 5482

3

TITLE: Maternal and children health conference records

DATES: 1941-

ARRANGEMENT: Alphanumerical

ANNUAL ACCUMULATION:

DESCRIPTION:

RETENTION AND DISPOSITION AUTHORIZATION:

These records are in Archives' permanent custody.

FORMAT MANAGEMENT:

The retention and disposition information on this schedule applies to the record copy which can be in any format. The record copy can include different formats. Format management information provided here is for the purpose of managing records that are being either stored by or transferred to Utah State Archives.

Paper: Retain in State Archives permanently with authority to weed.

AGENCY: Department of Health. Bureau of Maternal and Child Health

SERIES: 26554

3

TITLE: Perinatal mortality review records

DATES: 1995-

ARRANGEMENT: Chronological by year, thereunder alphabetical by file

ANNUAL ACCUMULATION: 1.00 cubic foot.

DESCRIPTION:

This series contains medical and vital statistics records collected on perinatal (fetal, infant, and maternal) mortalities in Utah. The information is used to provide timely and pertinent data used to track perinatal health trends in the state. Cases are reviewed by the Perinatal Review Committee which uses the information to provide essential collaboration between public and private health care systems and institutions to promote improved pregnancy outcomes. Statistical information is abstracted for various bureau reports such as the Infant Mortality and Maternal Mortality Reports. Series information includes copies of hospital labor, delivery, postpartum, and intensive care unit records as well as vital statistics, medical transport, and autopsy report records.

RETENTION:

Retain 15 years

DISPOSITION:

Transfer to the State Archives with authority to weed.

RETENTION AND DISPOSITION AUTHORIZATION:

Retention and disposition for this series is authorized by Archives general schedule SG 1, Item 25.

AUTHORIZED: 02/25/2015

FORMAT MANAGEMENT:

The retention and disposition information on this schedule applies to the record copy which can be in any format. The record copy can include different formats. Format management information provided here is for the purpose of managing records that are being either stored by or transferred to Utah State Archives.

Paper: Retain in Office for 3 years and then transfer to State Records Center. Retain in State Records Center for 12 years and then transfer to State Archives with authority to weed.

AGENCY: Department of Health. Bureau of Maternal and Child Health

SERIES: 26554

TITLE: Perinatal mortality review records

(continued)

APPRAISAL:

Administrative Historical

These records document the history of perinatal mortality in the State of Utah. While some statistical information is abstracted in various perinatal reports kept by the bureau, the complete files will be important for future research.

PRIMARY CLASSIFICATION:

Public